



**Talbot County Department of Planning and Zoning**  
**215 Bay Street, Suite 2**  
**Easton, Maryland 21601**  
**410-770-8030**

**Revision Plat Application - Sketch**  
**(Minor and Major)**

**Office Use Only:**

Fee Paid: \_\_\_\_\_ Application Received Date: \_\_\_\_\_ Time: \_\_\_\_\_  
T.A.C. Date: \_\_\_\_\_ Planning Commission Date: \_\_\_\_\_ C.R.M. Date: \_\_\_\_\_  
Critical Area: \_\_\_\_\_ Forest Conservation Plan: \_\_\_\_\_

**A. Major Revision Plats** - May include, but are not limited to:

1. Relocation or modification of a public or private road right-of-way, except alterations to bring an existing right-of-way into compliance with road standards as described below;
2. Adjustment of acreage for common space, open space, reserved lands, or land subject to a reservation of development rights;
3. Relocation within a parcel of common space, open space, reserved lands or land subject to reservation of development rights, except minor revisions as described below; or
4. Revision, consolidation or abandonment of lot lines which significantly affect the layout of the subdivision.

**B. Minor Revision Plats** - May include, but are not limited to:

1. Correction of minor plat or surveying errors;
2. Minor changes to plat notations;
3. Revision, consolidation or abandonment of lot lines which do not significantly affect the layout of the subdivision;
4. Recordation of a plat for an existing parcel created by deed, provided the plat does not alter the property lines;
5. Recordation of a plat to establish a parcel as a buildable lot
6. Establishment or widening of a right-of-way over an existing roadway in order to establish a road right-of-way meeting current road standards;
7. Minor acreage or boundary corrections to open space, common space or reserved land resulting from final surveying, or minor revisions that are at least 50' from an adjoining property line; or,
8. Addition or modification of public or private easements such as drainage or shared access easements.

**Minor Revision Plat: \_\_\_\_\_ Major Revision Plat: \_\_\_\_\_**

**Important:** *Applications on which all required information is not furnished will be returned for completion before processing, and shall not be considered filed with this department.*

\_\_\_\_\_  
Applicant's Signature- Property #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature- Property #2

\_\_\_\_\_  
Date



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**IMPORTANT: Please submit one paper (1) copy of the following information** for initial review for completeness. The Department will determine within fifteen (15) days of submission if the application is complete. No application shall be deemed complete for processing unless all the information below has been included, and all filing fees have been paid.

Land Development Application **must** be submitted with all Revision Plat Applications: \_\_\_\_\_

**Revision Plat Requirements - Sketch**

Complete and submit the following for Minor & Major projects. A local jurisdiction may not approve a proposed revision, parcel or lot consolidation or reconfiguration unless the following has been provided:

- \_\_\_\_\_ 1. Application fee as determined by fee schedule adopted by County Council. Checks shall be made payable to Talbot County, Maryland.
- \_\_\_\_\_ 2. Completed checklist addressing all requirements for Sketch Revision Plat submittal.
- \_\_\_\_\_ 3. 24" x 36" plat prepared by a registered Engineer or Surveyor represented at a size of not more than 100 feet per inch.
- \_\_\_\_\_ 4. All approved and recorded deeds for the properties to be revised.
- \_\_\_\_\_ 5. All plats of record for the subject lands. All plat information shall be legible.
- \_\_\_\_\_ 6. All recorded deeds of easements, covenants, and/or maintenance agreements pertaining to the subject lands.
- \_\_\_\_\_ 7. A written listing and description of all approved or recorded subdivisions and revision activity for subject lands.
- \_\_\_\_\_ 8. A written detailed description to explain the specific circumstance(s) of the proposed revision.
- \_\_\_\_\_ 9. A copy of the application for a joint Federal/State permit(s) if initial indications are that alterations of floodplains, waterways, and/or wetlands may occur.
- \_\_\_\_\_ 10. Please complete the adjacent property owner's worksheet and pay the associated postage fees required (**Major Projects Only**).

**For the proposed consolidation or reconfiguration of legally existing, nonconforming lots of record within the Critical Area Overlay District, please provide a Written Detailed Description for Requirements 11 - 17 below:**

- \_\_\_\_\_ 11. The proposed consolidation or reconfiguration of a legally existing, nonconforming lot, will result in no greater number of lots, parcels, or dwelling units in the Critical Area than the configuration in existence at the time of application would allow.
- \_\_\_\_\_ 12. In the Limited Development Area or Resource Conservation Area, the proposed consolidation or reconfiguration:
- \_\_\_\_\_ (a) Will result in no greater lot coverage than development activities within the configuration in existence at the time of application will allow; and
  - \_\_\_\_\_ (b) Will result in no greater impact to a steep slope than development activities within the lot configuration in existence at the time of application will allow, if that steep slope is located outside the Buffer or expanded Buffer;
- \_\_\_\_\_ 13. The proposed consolidation or reconfiguration does not:
- \_\_\_\_\_ (a) Create an additional riparian parcel or lot, waterfront lot, or any other Parcel or lot deeded with water access; or
  - \_\_\_\_\_ (b) Intensify or increase impacts associated with riparian access;
- \_\_\_\_\_ 14. The proposed consolidation or reconfiguration does not create:
- \_\_\_\_\_ (a) A parcel, lot, or portion of a parcel or lot that will serve development activities outside the Critical Area; or
  - \_\_\_\_\_ (b) A Resource Conservation Area parcel or lot that serves development activities in the Intensely Developed Area or Limited Development Area;
- \_\_\_\_\_ 15. The proposed consolidation or reconfiguration identifies each Habitat Protection Area on site:
- \_\_\_\_\_ (a) If the proposed consolidation or reconfiguration impacts a Habitat Protection Area, the proposed protective measures and restoration measures will provide for the least possible adverse impact; and
  - \_\_\_\_\_ (b) The proposed consolidation or reconfiguration:
    - \_\_\_\_\_ (i) Results in no greater impact to a Habitat Protection Area than the impact that would result from development activities within the configuration in existence at the time of application; and
    - \_\_\_\_\_ (ii) Minimizes adverse impacts to the Habitat Protection Area;
- \_\_\_\_\_ 16. The proposed consolidation or reconfiguration provides:
- \_\_\_\_\_ (a) Stormwater management for all proposed development activities; and
  - \_\_\_\_\_ (b) Benefits to fish, wildlife, and plant habitat that are clearly identified.
- \_\_\_\_\_ 17. The proposed consolidation or reconfiguration fully complies with afforestation and Reforestation requirement in COMAR 27.01.05 and 27.01.09, unless clearing is necessary to avoid a Habitat Protection Area.

**Upon determination that the following items have been deemed complete by the Department of Planning and Zoning, please assemble and submit ten hard copy packets with ten (10) copies of Items 2-8 and Items 11-17 (if applicable). Also, please provide single hard copies of the remaining items. If produced electronically, one electronic copy of the required submission materials, in pdf format, shall also be submitted.**

Please note that a greater or a fewer number of copies may be required to be submitted, as determined by the Department to be appropriate. A determination of completeness does not constitute a determination that the application meets the requirements for approval and does not preclude the Department from requesting additional information or materials in the future to complete the review of the application.

**Application failure to adequately address all application and checklist items and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding through the review process.**

\_\_\_\_\_  
Applicant’s Signature- Property #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Signature- Property #2

\_\_\_\_\_  
Date

**As a Maryland registered design professional/surveyor I hereby certify that this application and associated plan(s) are technically correct and accurate to the extent necessary for meeting Talbot County requirements for Sketch Revision Plat Submission.**

\_\_\_\_\_  
Signature of Maryland Registered  
Design Professional/Surveyor

\_\_\_\_\_  
Date

**Note: Plats cannot be recorded until Final approval has been granted and recording slip has been provided to Department of Planning and Zoning within 5 days of recordation with the Clerk of the Courts Office.**



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**Revision Plat Notations and Information - Sketch**

Surveyor: \_\_\_\_\_

Checklist completed by: \_\_\_\_\_

Plat reviewed by: \_\_\_\_\_

The Maryland Registered Design Professional/Surveyor will review each plat submission and application for completeness and accuracy. Failure to depict the items below shall not relieve the applicant of any requirement to depict such items on subsequent application. Each item shall be reviewed and checked as follows:

- Y           =    Information Complete and Accurate
- N/A       =    Information Not Applicable
- W           =    Waiver of required information. Submit separate request in writing to Planning Officer.

- \_\_\_\_\_ 1. Name or proposed name of Revision Plat if applicable.
- \_\_\_\_\_ 2. Detailed purpose statement.
- \_\_\_\_\_ 3. Name, address and telephone number of property owners of record and name of contract purchaser, if applicable.
- \_\_\_\_\_ 4. Signature and date of registered Project Engineer or Surveyor who prepared the sketch plat on each sheet.
- \_\_\_\_\_ 5. A listing and description of all approved or recorded subdivisions and revision activities for the subject lands.
- \_\_\_\_\_ 6. Deed reference of property. Last recorded plat reference.
- \_\_\_\_\_ 7. Deed reference for any recorded rights-of-way or easements on property including existing covenants and road maintenance agreements.
- \_\_\_\_\_ 8. Name, address and telephone number of any consultants/professionals used to prepare the plat.
- \_\_\_\_\_ 9. Tax Map, Grid and Parcel numbers to be included in title block for each parcel.
- \_\_\_\_\_ 10. Zoning requirements.
  - \_\_\_\_\_ Existing Special Exception or Site Plan Conditions
  - \_\_\_\_\_ Existing zoning districts, including overlay zoning districts
  - \_\_\_\_\_ Minimum lot size
  - \_\_\_\_\_ Minimum lot width
  - \_\_\_\_\_ Maximum lot coverage
  - \_\_\_\_\_ Maximum building heights
  - \_\_\_\_\_ Parking spaces required and parking spaces provided (including ADA accessible parking spaces if applicable)
  - \_\_\_\_\_ Open space requirements
- \_\_\_\_\_ 11. Tier Designation and location per Talbot County Bill No. 1329, effective August 6, 2016.
- \_\_\_\_\_ 12. Required building restriction lines/development setbacks applicable to the Revision Plat shown as dashed lines with dimensions from each lot line. Restriction lines/setbacks can only be met where the lot or parcel meets the minimum width requirements. Setbacks include:
  - \_\_\_\_\_ Front, rear, and side property line setbacks
  - \_\_\_\_\_ Special setbacks from State Highways
  - \_\_\_\_\_ Shoreline development buffer/tidal wetland buffer setbacks
  - \_\_\_\_\_ Non-tidal wetland buffer setbacks
  - \_\_\_\_\_ Stream setbacks
  - \_\_\_\_\_ Perimeter agricultural buffer setbacks
  - \_\_\_\_\_ 20-foot Sewage Disposal Area buffer setbacks
- \_\_\_\_\_ 13. Calculation of development rights permitted, utilized and remaining for future use on each lot.

- \_\_\_\_\_ 14. Area calculations for total property:
  - \_\_\_\_\_ Area to be subdivided
  - \_\_\_\_\_ Area in lots
  - \_\_\_\_\_ Area of roads and rights of way
  - \_\_\_\_\_ Area of open space, remaining lands, etc.
  - \_\_\_\_\_ Area protected by Reservation of Development Rights
  - \_\_\_\_\_ Area of Chesapeake Bay Critical Area
  - \_\_\_\_\_ Area of forest; both inside and outside Critical Area
  - \_\_\_\_\_ Area of forest conservation
  - \_\_\_\_\_ Area of afforestation
  - \_\_\_\_\_ Area of state/private tidal wetlands
- \_\_\_\_\_ 15. For lots in the Critical Area Overlay District, note maximum lot coverage limitation for the entire development portion of the Revision Plat, calculations for the total proposed lot coverage, and maximum allocation of lot coverage for each lot.
- \_\_\_\_\_ 16. Revision block on the cover sheet with Month, Day and Year of plan preparation and summary of all plan revisions to any sheet. All other sheets to include a revision block itemizing the revisions to each applicable sheet with Month, Day and Year.
- \_\_\_\_\_ 17. Vicinity Map showing the location of the proposed Revision Plat drawn to a scale of not more than 1" = 2,000'.
  - \_\_\_\_\_ Show the existing perimeter boundary line of the proposed Revision Plat and any larger tract of which the plat forms a part.
  - \_\_\_\_\_ Show adjoining roads with the names and route numbers.
  - \_\_\_\_\_ Show Town boundary lines within 1-mile of the Revision Plat.
  - \_\_\_\_\_ Show north arrow
  - \_\_\_\_\_ Show graphic scale
- \_\_\_\_\_ 18. Graphic Scale and north arrow for Plan View.
- \_\_\_\_\_ 19. Location of existing property lines, lengths and bearings, easements and rights-of-way. An overview or outline inset may be necessary for larger parcels.
- \_\_\_\_\_ 20. Location of zoning district boundaries on the property and zoning overlay boundaries, including the Chesapeake Critical Area Overlay District boundary, if applicable.
- \_\_\_\_\_ 21. Location and use of existing buildings, structures and burial grounds with access and notation of buildings or sites with historical and/or architectural significance.
- \_\_\_\_\_ 22. Location of existing agriculture buildings, agricultural lands/fields/watercourses, wetlands (tidal and nontidal), ponds, forests, wooded areas, hedgerows, individual standing mature trees, 100-year floodplains, habitats of threatened and endangered species, steep slopes, significantly eroding shorelines and other significant natural features of the site identified from available mapping sources and general field observations.
- \_\_\_\_\_ 23. Approximate existing topography and approximate existing drainage pattern identified from available mapping sources and general field observations.
- \_\_\_\_\_ 24. All plat submissions of lands with significant natural features shall include an aerial photograph of the subject lands.
- \_\_\_\_\_ 25. Location, width, name, type and centerline of all existing roads or rights-of-way and location of roadside ditches within or immediately adjacent to the site.
- \_\_\_\_\_ 26. Location of property lines; ownership; Tax Map, Grid and Parcel numbers; zoning districts; and deed information for all tracts or parcels adjacent to any perimeter boundary of the subject lands.
- \_\_\_\_\_ 27. Location and area of proposed road and right-of-way locations. (All reconfigured lots must meet the mandatory road frontage requirements per Chapter 190-35.1 of the *Talbot County Code*. Road design and layout standards are located in Chapter 190-35.4 of the *Talbot County Code*.)
- \_\_\_\_\_ 28. Location, type and size of all existing and proposed access points providing ingress and egress of site. (Design and location standards are located in Chapter 190-35.2 of the *Talbot County Code*.)
- \_\_\_\_\_ 29. Proposed lot layout and proposed location of lot lines including lot dimensions and lot size (Lot design standards are located in Chapter 190-36.3 of the *Talbot County Code*.)
- \_\_\_\_\_ 30. Proposed well and Sewage Disposal Area locations and/or existing well with tag number, components of septic systems and Sewage Disposal Areas and/or public water and sewer facilities where applicable.
- \_\_\_\_\_ 31. Proposed location, dimensions and size of lands to be designated for community open space, public use, public dedication reserved open space, remaining lands for future development, etc.

- \_\_\_\_\_32. Location of temporary stakes set to give general field references for important existing and proposed features such as: lot corners, SDAs, access points, etc, which could not otherwise be easily located on the site.

Based on unique characteristics of each parcel the Technical Advisory Committee may require additional information be submitted.

**Applicant failure to adequately address all application and checklist items, and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding to the next level of review. Only that information submitted with the original application and in compliance with submittal deadlines will be reviewed by the Technical Advisory Committee.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**I hereby certify that this checklist and associated plan are technically correct and accurate to the extent necessary for meeting Talbot County requirements for revision plat submission.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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**Independent Procedures Disclosure and Acknowledgement Form**

Proposed Project Name: \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Agent/Attorney: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Agent's Email Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the Department of Planning and Zoning, Planning Commission or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Department of Planning and Zoning nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Department of Planning of Zoning, Planning Commission or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

**I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney/Agent's Signature

\_\_\_\_\_  
Date





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**Adjacent Property Owner List – Major Only**

Name(s) and Addresses of the adjacent property owner(s) as required by Chapter 190 of the *Talbot County Code*. Said mailed notice shall be directed to the address to which the real estate tax bill on property is sent. This information can be obtained by contacting Maryland Department of Assessment and Taxation at 410-819-5920 or on their web site at <http://www.dat.state.md.us>.

| Name and Address | Map | Grid | Parcel & Lot # |
|------------------|-----|------|----------------|
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|                  |     |      |                |

*\*Applicant is responsible upon application submittal for payment of postage for each property owner notified above.*

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

File Number: \_\_\_\_\_



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## Property Directions

**Directions to the Applicant's Property. Please Print Legible.**

[illegible]

**All Structures and Additions must be staked out upon submittal.**